

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
APO AE 09128

DIRECTIVE
NUMBER 30-1

18 Jul 96

PERSONNEL

Duty Details

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1. **Purpose**. This directive prescribes policy, procedures, and responsibilities for the Duty Detail Program for Headquarters (HQ), U.S. European Command (USEUCOM).
 2. **Applicability**. This directive applies to active military and civilians assigned or attached to the Headquarters USEUCOM staff. This directive applies to active military assigned or attached to Defense Information System Agency-Europe (DISA-EUR) for CINC/DCINC Change of Command/Position ceremonies only. Organizations requesting duty detail augmentation for J-staff sponsored conferences, activities, or events are not normally covered by this directive and are expected to exhaust all internal personnel resources before seeking assistance under this program.
 3. **Supplements**. None allowed.
 4. **Suggested Improvements**. The USEUCOM J1, Adjutant General Division (ECJ1-A) is the proponent agency of this directive. Send comments and suggested improvements directly to HQ USEUCOM, ECJ1-A, Unit 30400, APO AE 09128.
 5. **Internal Control Systems**. This Directive does not contain internal control provisions but is subject to the requirements of the internal management control program. For HQ USEUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal Management Control Program.
 6. **Policy**. Elements within HQ, USEUCOM will provide personnel augmentation for short-term duty details to support HQ USEUCOM requirements and Patch Barracks tenant responsibilities.
 7. **Responsibilities:**
 - a. ECJ1-A, HQ USEUCOM. Administers the duty detail program and tasks HQ staff elements for personnel augmentation based on personnel strength figures.
 - b. HQ USEUCOM Directorates/Staff Offices:

This directive supersedes SM 30-7, 3 Jun 86.

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- (1) Provide personnel as directed.
- (2) Ensure persons detailed report for duties as required.
- (3) Provide ECJ1-A with the name and phone number of directorate/staff office Point of Contact (POC) responsible for the assignment of personnel to duty details.
- (4) Upon receipt of tasking to provide a Report of Survey Officer, the Directorate must notify the Report of Survey Section, Director of Logistics (DOL), ATTN: AESG-L, 6th Area Support Group, of the name, rank, social security number, telephone number, and unit of individuals selected to conduct Reports of Survey. Survey officer must report to AESG-L within 48 hours of notification by his directorate.

c. To Request Augmentation. Proponents must review recurring requirements annually and submit a continuation assessment to ECJ1-A NLT 31 January. The assessment must be submitted using the format prescribed in Attachment A to this directive. The assessment must also state why the continued support is necessary and include a statement that alternate strategies were explored but the detail could not be accomplished without augmentation from HQ USEUCOM. If validations are not received by 31 January, it will be assumed the requirement no longer exists and HQ USEUCOM will no longer be required to provide detail personnel.

8. Procedures.

a. To add a new, recurring duty detail to listing at paragraph 9, below or establish a special or one-time support requirement, develop and submit a request to ECJ1-A in format shown at Appendix A at least three weeks in advance of required duty.

b. Short suspense requirements will be handled via the LAN.

c. Early Release/Cancellation of Detail. Individuals performing detail must return to their Directorate if early release/cancellation has been authorized by the proponent. Proponents are responsible for informing individuals to return to their duty station.

9. Duties Currently Supported by HQ USEUCOM:

a. Post Augmentation. Policing of common areas such as main roads and walkways. Hauling of oversize/uncommon debris. Support of community events which benefits the community entirely or in part. Provide other augmentation when needed.

- (1) Proponent: 6TH ASG.

(2) Population: E5 and below.

(3) Frequency: Every Mon-Wed-Fri unless otherwise stated for specific occasions.

b. HQ USEUCOM Courier. Operate an official courier service for transmitting classified materials and unclassified time sensitive materials between HQ USEUCOM, SHAPE, JAC, USAREUR, USAFE, and USNAVEUR.

(1) Proponent: ECJ1-AA.

(2) Population: 04 and below with SCI Access and TS Clearance.

(3) Frequency: Twice weekly.

c. Reports of Survey. Provide an E-7 or above or a civilian employee (GS-7 or above) as a Surveying Officer to investigate the circumstances surrounding the loss or damage of HQ USEUCOM property.

(1) Proponent: 6TH ASG.

(2) Population: E7/GS-7 and above.

(3) Frequency: as required by the proponent.

10. **Verification of Unavailable Personnel.** Directorates will furnish an updated listing of personnel unavailable to perform duties to ECJ1-A NLT the fifth working day of each quarter or whenever the Directorate feels necessary to account for any changes in unavailable personnel. The listing must contain an explanation of the number of personnel precluded from performing a particular detail and the reason (e.g., TDY, leave, medical, etc...).

11. **Review Council.** Deputy directors in HQ USEUCOM form an ad hoc advisory council on issues related to the Duty Detail Program. The Deputy Directors' Review Council (DDRC) acts as the approval authority for additions to requests by tasked directorates requesting exemption from a particular duty detail. Voting members will be the ACOS, Deputy J1, J2, J3, J4, J5, J6, Deputy Cdr, SOCEUR, and Cdr, 6TH ASG.

12. **Duty Detail Exemptions.** The following personnel are exempt from performing details described in this directive:

a. Newly assigned/attached personnel will not be scheduled for duty within the first 30 days of their assignment/attachment.

b. Personnel with PCS orders will not be scheduled for duty within the 30-day period immediately preceding their departure.

c. Members of the HQ USEUCOM Honor Guard are exempt from duties.

d. Exemptions. Requesting organizations must submit a detailed explanation for the exemption for review by the council. The following format for exemptions is prescribed:

(1) Reason for exemption

(2) Impact if not approved

(3) Statement on consideration of other organizations' capabilities to support the detail.

e. Employment as a shift worker does not constitute exemption from duties. A memorandum for exemption may be presented to the Review Council Board for review. Until the council decision is made, organizations are required to comply with duty detail requirements.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

RICHARD F. KELLER
Lieutenant General, USA
Chief of Staff

SUSAN M. MEYER
LTC, USA
Adjutant General

DISTRIBUTION:

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APPENDIX A

Format and sample memorandum to establish a duty detail.

OFFICE SYMBOL

MEMORANDUM FOR THE ADJUTANT GENERAL, ECJ1-A

SUBJECT: Request for Duty Detail Augmentation

1. IAW ED 30-1 request duty detail augmentation for the following duty detail requirement.
2. **REQUIREMENT:** Briefly describe the requirement for the duty detail. Give appropriate regulations, if any.
3. **DUTY TITLE:** State the proposed title of the duty detail.
4. **NECESSARY QUALIFICATIONS:** List the necessary personnel requirements for the duty detail.
 - a. **Number of personnel needed:**
 - b. **Category of personnel:** Military, civilian or both.
 - c. **Grade required:** Indicate the grade or rank of personnel required to perform the duty detail.
 - d. **Skills needed:** Indicate special skills needed to accomplish the duty detail.
 - e. **Security clearances required:** Indicate level, if needed.

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APPENDIX A
(Cont)

Format and sample memorandum to establish a duty detail.

f. **Training needed:** Indicate if any special training, instructions, briefings or practice are needed before actual duty detail begins.

g. **Physical demands:** Indicate any special demands required by the duty detail (e.g., lifting, walking, carrying or other physical requirements).

h. **Uniform requirements:** Indicate what uniform should be worn.

i. **Equipment needed:** Indicate any special equipment, eating or drinking requirements or tools personnel need to bring to the detail.

j. **Tour of duty exemption limitations:** Indicate exemption limitation on the number of days remaining on an individual's tour of duty that make personnel eligible.

5. **DETAIL DESCRIPTION:** Provide a clear and specific description of the duty detail. Include purpose and procedures (from start to finish of detail).

6. **FREQUENCY OF DETAIL:** Provide how often the duty detail must be performed (e.g., daily, weekly, monthly, annually).

7. **LOCATION OF DETAIL:** Provide where the duty detail will take place.

8. **REPORTING PLACE OF DETAIL:** Provide where and to whom personnel will report at begin of detail and at end of detail.

(Cont)

Format and sample memorandum to establish a duty detail.

9. **REPORTING TIME OF DETAIL:** Provide time personnel will report.

10. **LENGTH OF DETAIL:** Indicate time length of duty detail (e.g., 8 hours, 2 weeks, 1 weekend, 2 months).

11. **JUSTIFICATION FOR DETAIL:** Provide clear, thorough and specific reasons for the detail, including background information, authority for the detail and other important statements for duty detail approval.

12. **DETAIL POINT OF CONTACT (POC):** Provide point(s) of contact for the detail. Include name, address (office symbol and building number) and phone number.

13. **TERMINATION OF DETAIL REQUIREMENT:** Indicate expected date the duty detail will no longer be required. If duty detail had no expected termination date, write "indefinite."

14. **DETAIL ALTERNATIVE:** List the alternative resources that may augment the requirement. Can contractors, volunteers or self-help initiatives be used to do the work? If not, why?

SIGNATURE BLOCK
FROM REQUESTING AGENCY